

OPTIONAL INFORMATION	
Name of School:	Date of Inspection:
Vocational Program/Course/Room:	Signature of Inspector:

## OCCUPATIONAL INJURY AND ILLNESS REPORTING SELF INSPECTION CHECKLIST

**Guidelines:** This checklist covers regulations issued by the U.S. Department of Labor - Occupational Safety and Health Administration (OSHA) under 29 CFR 1904.4 through 1904.40 which were adopted by reference by the New Jersey Department of Labor (NJDOL). The checklist also covers regulations issued by the NJDOL under N.J.A.C. 12:110.5 and the New Jersey Department of Education (NJDOE), Office of Vocational-Technical, Career and Adult Programs under N.J.A.C. 6A:19-10.3. The NJDOL regulations apply **ONLY** to school district employees and **NOT** to vocational students. The NJDOE regulations applies to vocational program teachers and students. Definitions of underlined terms are provided at the end of the checklist to help you understand some of the questions. Implementation of some or all of the regulations may not be the individual classroom teachers's responsibility, especially the application of these regulations to teachers. **The questions that are most likely not the responsibility of the individual teacher are marked with an asterisk (\*).**

Please Circle

- 1.\* Are all accidents involving students, teachers and others reported to the Department of Education within 5 working days of the occurrence on the form supplied by the Department of Education? [N.J.A.C. 6A:19-10.3] Y N N/A DK

Note: The teacher or immediate supervisor must complete a section of the accident report.

Comments/Corrective Action

**OCCUPATIONAL INJURY AND ILLNESS REPORTING**  
**SELF INSPECTION CHECKLIST**

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- 2.\* Are all employee fatalities, injuries, and illnesses that are work-related, new cases and meet the recording criteria, recorded on the Log of Work-Related Injuries and Illnesses (NJOSH-300) and Injuries and Illnesses Incident Report (NJOSH-301) forms (or their equivalent forms)? [29 CFR 1904.4 (a); 29 CFR 1904.29; and 29 CFR 1904.31] Y N N/A DK

Note: Work-related injuries and illnesses include death, loss of consciousness, days away from work, restricted work activity or job transfer, or medical treatment beyond first aid. It also includes any significant work-related injury or illness that is diagnosed by a physician or other licensed health care professional. In addition, any work-related case involving cancer, chronic irreversible disease, a fractured or cracked bone, a punctured eardrum, a needlestick injury or cut from a sharp object that is contaminated with another person's blood or other potentially infectious material, medical removal required as part of an occupational health standard, tuberculosis infection as evidenced by a positive skin test or diagnosis by a physician or other licensed health care professional after exposure to a known case of active tuberculosis, and musculoskeletal disorders (e.g., carpal tunnel syndrome) must be recorded. Consult the Occupational Safety and Health (OSHA) regulations 29 CFR 1904.4 through 1904.12 for additional details regarding recording criteria.

- 3.\* Are all recordable injuries or illnesses recorded on the NJOSH 300 Log and NJOSH 301 Incident Report forms (or equivalent forms) within seven (7) calendar days of receiving information that a recordable injury or illness has occurred? [29 CFR 1904.29 (b)(3)] Y N N/A DK

Comments/Corrective Action
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**OCCUPATIONAL INJURY AND ILLNESS REPORTING  
SELF INSPECTION CHECKLIST**

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Note: For privacy reasons as defined by OSHA, the name of the employee and other identifying information need not be entered on the NJOSH 300 Log form. In this case a separate privacy case list must be maintained. Consult the OSHA regulations 29 CFR 1904.29 (b) for further details.

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| 4.* | Is a separate NJOSH 300 Log form (or equivalent form) maintained for each single location that is expected to be in operation for one year or longer? [29 CFR 1904.30 (a)]                                 | Y N N/A DK |
| 5.* | At the end of each calendar year, is the NJOSH 300 Log form (or equivalent form) reviewed to verify that the entries are complete and accurate and any deficiencies are corrected? [29 CFR 1904.32 (a)(1)] | Y N N/A DK |
| 6.* | At the end of each calendar year, is the NJOSH 300A Summary form (or equivalent form) completed using the information from the NJOSH 300 Log form (or equivalent form)? [29 CFR 1904.32(a)(2)]             | Y N N/A DK |
| 7.* | Is the completed NJOSH 300A Summary form (or equivalent form) certified by a representative of the school district? [29 CFR 1904.32(a)(3)]   | Y N N/A DK |
| 8.* | Is the completed NJOSH 300A Summary form (or equivalent form) posted from February 1 to April 30 of the year following the year covered by the records? [29 CFR 1904.32(b)(6)]                             | Y N N/A DK |
| 9.* | Is the completed NJOSH 300A Summary form (or equivalent form) posted in each establishment in a conspicuous place where notices to employees are customarily posted? [29 CFR 1904.32(b)(5)]                | Y N N/A DK |

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**OCCUPATIONAL INJURY AND ILLNESS REPORTING**  
**SELF INSPECTION CHECKLIST**

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Note: The posted summary must not be altered, defaced or covered by other material.

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| 10.* | Are the NJOSH 300 Log, NJOSH 300A Summary and NJOSH 301 Incident Report forms (or their equivalent forms) saved for five (5) years following the end of the calendar year that these records cover? [29 CFR 1904.33(a)] | Y | N | N/A | DK |
| 11.* | Are stored NJOSH 300 Log forms (or equivalent forms) updated with any new information? [29 CFR 1904.33(b)(1)]   | Y | N | N/A | DK |
| 12.* | Has each employee been informed of how he or she is to report an injury or illness? [29 CFR 1904.35(a)(1)]  | Y | N | N/A | DK |
| 13.* | Is limited access provided to employees and their representatives to exam and copy NJOSH Log and NJOSH 301 Incident Report forms (or their equivalent forms)? [29 CFR 1904.35(a)(2)]                                    | Y | N | N/A | DK |

Note: Consult the OSHA regulations 29 CFR 1904.35 for additional information regarding access.

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| 14.* | Are the NJOSH 300 Log, NJOSH 300A Summary and NJOSH 301 Incident Report forms (or their equivalent forms) made available to authorized government representatives within four (4) business hours? [29 CFR 1904.40(a)]            | Y | N | N/A | DK |
| 15.* | Are work-related deaths and hospitalizations reported orally and in writing within eight (8) hours of occurrence to the New Jersey Commissioner of Labor or his or her designee? [29 CFR 1904.39(a) and N.J.A.C. 12:110-5.8 (b)] | Y | N | N/A | DK |

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**SELF INSPECTION CHECKLIST**

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Definitions:

Accidents are reportable if they require treatment by a licensed medical doctor and occur in a vocational education program, either on school premises, travel to and from an off-premises training site or at an approved cooperative work training site.

**OCCUPATIONAL INJURY AND ILLNESS REPORTING**  
**SELF INSPECTION CHECKLIST**

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